

Tuition Reimbursement

City of Tempe
Financial Services
P.O. Box 5002
Tempe, Arizona 85280



(Type or Print)

Instructions: Complete the form and attach payment receipts and evidence of satisfactory course completion. For vocational or non-college credit courses, evidence of prior approval from the Human Resources Director must also be attached. Send the form and documentation to Accounting.

Last Name		First Name		MI	Employee ID Number	
Cost Center	Phone Number		Dept/Div		Probationary Employee? Yes No	
Are you working toward a degree? Yes No		<input type="checkbox"/> Associate <input type="checkbox"/> Masters	<input type="checkbox"/> Bachelors <input type="checkbox"/> Doctorate	Major	Is course related to your current job or does it prepare you for another City job? Yes No	

Please refer to the Tuition Reimbursement Policy in the City of Tempe Personnel Manual for employee and program eligibility requirements.

Tuition

Course Number	Course/Program Title	Class Dates	Credit Hours	School/Company	Tuition Cost	Other Costs	Total
Totals							

The City of Tempe has the right to audit the employee's educational and financial records that may be contained in the employee's records at the institution attended. Any right that the employee may have pursuant to the Family Education Rights and Privacy Act of 1974, or any similar act, are waived by acceptance of tuition reimbursement.

List any other financial assistance for education you are receiving or for which you are/will be eligible:

Source	Amount

Additional Information:

I certify these statements are true and correct.

Approved:

Employee Signature

Date

Department Head

Date

Accounting/Audit

Management Services Approval